



## **MARINE CORPS LOGISTICS BASE ALBANY (MCLBA)**

### **ALBANY, GA**

**TITLE: PROGRAM ANALYST, GS-0343-07/09/11**

**JOB OPEN: 29 APR 25      JOB CLOSE: 06 MAY 25**

<b>SALARY RANGE:</b>	<b>\$49,960 - \$96,116</b>
<b>APPOINTMENT TYPE:</b>	<b>PERMANENT</b>
<b>WORK SCHEDULE:</b>	<b>FULL-TIME</b>
<b>RELOCATION EXPENSES AUTHORIZED:</b>	<b>MAY BE AUTHORIZED BUT NOT GUARANTEED</b>
<b>LOCATION(S):</b>	<b>ALBANY, GA</b>

The selectee will serve as the Program Analyst in the Advanced Technology & Innovation Branch, Operations Division of the Marine Depot Maintenance Command (MDMC), Marine Corps Logistics Albany, GA.

#### **PROGRAM ANALYST DUTIES: (not all-inclusive)**

- The Primary purpose of this position is to provide managers with objectively based information for making decisions on the administrative and programmatic aspects of the production plant Operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of progress and operations.
- The employee studies the structure and/or functions of organizations with interrelated work processes or functions to resolve substantive issues, of moderate scope, and propose new organizational structures, realignment of functions, solution to space/supplies/equipment issues, and/or staffing levels to improve efficiency.
- Conducts management surveys and research projects and provides advisory services on substantive issues of moderate scope and impact to assess the effectiveness of program operations.
- Prepare detailed plans and perform work measurement methods and procedures, benchmarking, and/or studies for substantive work processes and functions that are interrelated to improve production efficiency.



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**QUALIFICATIONS:** (not all-inclusive)

***\*Applicants MUST meet the Basic Requirement along with the Specialized experience to qualify for this position.***

***Basic Requirements: (not all-inclusive)***

- Applicants must be familiar with Microsoft office applications to include but not limited to Outlook, Word, Excel, and PowerPoint.
- Must possess a working knowledge of technical and practical experience in planning, developing, and implementing lean six sigma and other types of continuous process improvements initiatives.
- The work requires knowledges and skills in applying analytical and evaluative methods and techniques to issues or studies concerning the deficiency and effectiveness of agency systems.
- Ability to recognize and develop a new direction, approach, or application of improved techniques, methods, and operating procedures in development of a design or prototype project.
- Ability to communicate effectively orally and in writing, to include presenting technical data at meetings/conferences and exchanging information with customers to gain cooperation, information, and acceptance of controversial situations in the design and prototype of systems.

***Experience:*** Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

***Education:*** There is no educational requirement for this position.



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**YOUR RESUME MUST BE SUBMITTED BY 11:59 PM, 06 MAY 25**  
**THIS JOB WILL CLOSE WHEN WE RECEIVE 25 APPLICANTS WHICH MAY BE SOONER**  
**THAN THE CLOSING DATE**

❖ **Your work experience must include:**

- Employer's name and address
- Your job title
- Start and end date (Month/Year)
- Your duties, skills, and accomplishments
- Hours worked per week (Full/Part-Time)
- If applicable, Pay Plan, Series and Grade Level (e.g., WG-5823-10)
- Training/Certification hours

❖ It is **recommended** that your work experience include:

- Salary (yearly)
- Currency of your salary

❖ Omit Personally Identifiable Information (PII) from your resume (SSN, DOB, Age, Race, etc.)

**CONDITIONS OF EMPLOYMENT/ELIGIBILITY**

- ✓ Must be a U.S. Citizen
- ✓ Must be 18 years of age.
- ✓ Males born after 12-31-59 must be registered for Selective Service.
- ✓ Must be able to pass a background check and meet suitability requirements.
- ✓ Must be able to obtain and maintain an interim and/or final security clearance prior to entrance on duty.

- ❑ **THIS IS A DIRECT HIRE ANNOUNCEMENT.** Section 1125 of the National Defense Authorization Act for Fiscal Year 2017 authorizes the Secretary of Defense to recruit and appoint qualified candidates directly to positions in the competitive service at any domestic Defense Industrial Base Facility or Major Range and Test Facilities Base. Competitive rating and ranking of applicants are not required under the Direct Hire process.
- ❑ **Military Retirees.** Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- ❑ **Qualifications:** Applicants will be rated in accordance with the OPM Qualification Standards. You must meet any minimum experience or training requirements per OPM qualifications standards and show thorough experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. (Classification standards can be found at [opm.gov](http://opm.gov))
- ❑ **How You Will Be Evaluated:** You will be evaluated for this job based on how well you meet the qualifications above and your experience performing duties same/similar to those annotated on the flyer. Your submitted resume will be used to determine your qualifications and experience.
- ❑ **Additional Information:** Tuition Assistance (TA), relocation incentive, and telework may be authorized for this position.



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**APPLICATION PROCESS:** Submit your resume and any supporting documentation via e-mail to [sbmdmcmmanpwrrecruit@usmc.mil](mailto:sbmdmcmmanpwrrecruit@usmc.mil). Multiple selections may be made from this action. You must reference the following position title, **PROGRAM ANALYST, GS-0343-07/09/11**, in the subject line of your email. This email box is used for all job flyers, so the position title is important when applying. Resumes and application will not be reviewed or accepted should the position title as shown above is not in the subject line of the email.